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# **OFFICE OF TRAINING SCHEDULE OF COURSES**

**July - December 1971**

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3 May 1971

TO : All Training Officers of the Agency

SUBJECT: Office of Training Schedule of Courses

This semi-annual edition of the Office of Training Schedule of Courses lists course dates for July - December 1971.

The January - June tentative schedule will be issued as soon as decisions on courses and dates are made. Training Officers will be informed of all changes and room assignments through the ISS Newsletter and OTR Special Bulletins.

This schedule can be inserted in the OTR Catalog for quick reference.

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OFFICE OF TRAINING  
SCHEDULE OF COURSES

1971  
July - Dec

Notes

Administrative Procedures  
3 1/2 or 5 days - full time

30 Aug - 3 Sept  
27 Sept - 1 Oct  
18 - 22 Oct  
15 - 19 Nov  
13 - 17 Dec

ADP Courses (OCS)

See Pages 14-15

Advanced Intelligence Seminar  
2 weeks - full time

3 - 19 Nov

Advanced Management (Planning)  
1 week - full time

3 - 8 Oct  
14 - 19 Nov

Advanced Operations  
8 weeks - full time

18 Oct - 10 Dec

Advanced Special Operations Training  
9 weeks - full time

7 Sept - 5 Nov

25X1A

Given on request

Basic Operations  
20 weeks - full time

27 Sept - 28 Jan

Chiefs of Station Seminar  
2 weeks - full time

Given on request

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1971  
July - Dec

Notes

China Familiarization  
1 week - full time

27 Sept - 1 Oct

4 - 8 Oct

25X1A

CIA Review  
1/2 day - morning

13 Jul  
10 Aug  
14 Sept  
12 Oct  
9 Nov  
14 Dec

Clandestine Scientific &  
Technical Operations  
2 weeks - full time

26 Oct - 5 Nov

Clandestine Service Records I  
2 days - full time

9,10 Sept  
7,8 Oct  
3,4 Nov  
9,10 Dec

Clandestine Service Records II  
1 week - part time

12 - 16 Jul  
13 - 17 Sept  
12 - 15 Oct  
8 - 12 Nov  
13 - 17 Dec

Clandestine Service Records III  
2 days - part time

20,21 Sept  
15,16 Nov

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	<u>1971</u>	<u>Notes</u>
	July - Dec	
Clerical Refresher 4 weeks - part time (Pretest: Wednesday before start of class)	6 - 30 Jul 9 Aug - 3 Sept 13 Sept - 8 Oct 18 Oct - 12 Nov 22 Nov - 17 Dec	
Clerical Refresher Qualifying Test (Typing and Shorthand)	12 Jul 2 Aug 16 Aug 7 Sept 20 Sept 12 Oct 26 Oct 15 Nov 29 Nov 20 Dec	
Computer Sciences	See Pages <u>14-15</u>	
Conference Participations	Given on request	
Counterintelligence Operations 2 weeks - full time	4 - 15 Oct 29 Nov - 10 Dec	
Counterintelligence Survey 1 week - full time	30 Aug - 3 Sept 1 - 5 Nov	
25X1A [REDACTED] 3 days and 3 evenings	15 - 19 Nov	
Effective Listening 1 day	Given on request	

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	<u>1971</u> July - Dec	<u>Notes</u>
Far East Orientation [REDACTED]	To be announced	25X1A
Field Finance and Logistics 3 weeks - full time	19 Jul - 6 Aug 30 Aug - 17 Sept 1 - 19 Nov	
Field Operations Familiarization 3 weeks - full time	13 Sept - 1 Oct 18 Oct - 5 Nov 29 Nov - 17 Dec	
Geography of Communist China 3 weeks - part time (M-W-F)	18 Oct - 5 Nov	
Geography of USSR	Given on request	
[REDACTED]	Twice a month Dates to be announced	25X1A
Information Reporting, Reports, and Requirements 3 weeks - full time	6 - 23 Jul 20 Sept - 8 Oct 1 - 19 Nov	
Information Reports Familiarization 1 week - full time	30 Aug - 3 Sept 18 - 22 Oct 6 - 10 Dec	
Intelligence and World Affairs 4 weeks - full time	12 Jul - 6 Aug 7 Sept - 1 Oct 18 Oct - 12 Nov 22 Nov - 17 Dec	


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	<u>1971</u>	<u>Notes</u>
	July - Dec	
Intelligence Briefing 4 weeks - part time (M-W)	13 Sept - 6 Oct 8 Nov - 1 Dec	
Intelligence Production 8 weeks - full time	18 Oct - 10 Dec	
Intelligence Research Techniques	Given on request	
25X1A Introduction [REDACTED] 4 days - full time	18 - 22 Oct	
Introduction to Map Reading & Imagery Analysis 8 days - full time (over a three week period)	13 - 29 Sept	
Language Courses	See Pages <u>8-13</u>	
[REDACTED] Orientation/ Operations [REDACTED] 3 1/2 weeks - full time	To be announced	25X1A 25X1A
[REDACTED] Dependents' Orientation ([REDACTED]) 1 week - full time Given the first week of scheduled [REDACTED] Orientation	To be announced	25X1A 25X1A
25X1A Management 1 week - full time	20 - 24 Sept 8 - 12 Nov 13 - 17 Dec	

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	<u>1971</u> July - Dec	<u>Notes</u>
Managerial Grid 1 week - full time	15 - 20 Aug 17 - 22 Oct	
Midcareer Executive Development 6 weeks - full time	26 Sept - 5 Nov	
	20 Sept - 1 Oct 8 - 19 Nov	25X1A
Orientation for Overseas 2 days - full time	6 - 7 July 3 - 4 Aug 5 - 6 Oct	
Reading Improvement 5 weeks - part time	7 Sept - 7 Oct 2 Nov - 7 Dec	
Senior Management Seminar (Planning) 1 week - full time	17 - 22 Oct	
Soviet Bloc Operations 2 weeks - full time	8 - 19 Nov	
Special Clandestine Operations Orientation for DDS&T 1 week - full time	4 - 8 Oct	
Supervision 1 week - full time	13 - 17 Sept 1 - 5 Nov 6 - 10 Dec	



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	<u>1971</u> July - Dec	<u>Notes</u>
Support Services Review:	13 - 17 Sept	
Trends & Highlights	1 - 5 Nov	
1 week - full time	6 - 10 Dec	
 USSR Country Survey	 12 - 22 Oct	
2 weeks - full time		
 Vietnam Operations [REDACTED]	2 - 20 Aug	25X1A
3 weeks - full time	4 - 22 Oct	
	6 - 24 Dec	
 Vietnam Orientation [REDACTED]	5 - 30 Jul	25X1A
4 weeks - full time	6 Sept - 1 Oct	
3rd week - [REDACTED]	1 - 26 Nov	25X1A
 Vietnam Dependents	15 July	
2nd Thursday of each	16 Sept	
Vietnam Orientation	11 Nov	
 Weapons & Defensive Driving	2 - 5 Aug	
4 days - full time	4 - 7 Oct	
 Writing Workshop (Basic)	6 - 29 July	
4 weeks - part time	7 - 30 Sept	
	2 - 30 Nov	
 Writing Workshop (Intermediate)	6 - 29 Jul	
4 weeks - part time	5 - 28 Oct	
 Writing Workshop (Special)	Given on request	

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LANGUAGE TRAINING COURSES\*  
(3 students minimum)

Course	Type	FT/PT	Length	Beginning Dates					
				Jul(71)	Sep	Nov	Jan(72)	Mar	May
Chinese 100	RSU	FT	44 weeks	12	---	---	3	---	---
Chinese 500	R	FT	26 weeks	S c h e d u l e d		o n	D e m a n d		
Chinese 110	RSU	PT	1400 hours	12	---	1	---	6	---
Chinese 730	R	PT	40 hours	S c h e d u l e d		o n	D e m a n d		
Chinese 735	S	PT	Open	S c h e d u l e d		o n	D e m a n d		
Czech 100	RSU	FT	28 weeks	S c h e d u l e d		o n	D e m a n d		
Czech 120	RSU	FT	12-14 weeks	S c h e d u l e d		o n	D e m a n d		
Czech 110	RSU	PT	700 hours	S c h e d u l e d		o n	D e m a n d		
French 100	RSU	FT	28 weeks	12	13	1	3	6	1
French 120	RSU	FT	13 weeks	12	13	1	3	6	1

\*For course descriptions see Pages 19-35 in 1970 OTR Catalog.

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Course	Type	FT/PT	Length	Beginning Dates					
				Jul(71)	Sep	Nov	Jan(72)	Mar	May
French 110	RSU	PT	400 hours	12	13	1	3	6	1
French 510	R	PT	400 hours	12	---	---	3	---	---
French 610/615	RSU	PT	36 wks-BAHLT	---	13	---	---	---	---
German 100	RSU	FT	28 weeks	12	13	1	3	6	1
German 110	RSU	PT	500 hours	12	13	1	3	6	1
German 510	R	PT	500 hours	12	13	1	3	6	1
German 610/615	RSU	PT	36 wks-BAHLT	---	13	---	---	---	---
Greek 100	RSU	FT	44 weeks	S c h e d u l e d		o n	D e m a n d		
Greek 110	RSU	PT	700 hours	12	---	1	---	6	---
Greek 510	R	PT	600 hours	12	---	1	---	6	---
Indonesian 100	RSU	FT	24 weeks	12	---	1	---	6	---
Indonesian 120	RSU	FT	12 weeks	S c h e d u l e d		o n	D e m a n d		
Indonesian 510	R	PT	250 hours	S c h e d u l e d		o n	D e m a n d		

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Beginning Dates

Course	Type	FT/PT	Length	Jul(71)	Sep	Nov	Jan(72)	Mar	May
Italian 100	RSU	FT	28 weeks	12	---	1	---	6	---
Italian 120	RSU	FT	13 weeks	12	---	1	---	6	---
Italian 110	RSU	PT	400 hours	12	---	1	---	6	---
Italian 510	R	PT	400 hours	S c h e d u l e d			o n	D e m a n d	
Japanese 100	RSU	FT	44 weeks	12	---	---	3	---	---
Lao 100	RSU	FT	32 weeks	12	---	1	---	6	---
Persian 100	RSU	FT	36 weeks	12	---	1	---	6	---
Persian 510	R	PT	400 hours	S c h e d u l e d			o n	D e m a n d	
Persian 710	RT	PT	30 hours	S c h e d u l e d			o n	D e m a n d	
Polish 100	RSU	FT	28 weeks	S c h e d u l e d			o n	D e m a n d	
Polish 110	RSU	PT	700 hours	12	---	1	---	6	---
Portuguese 100	RSU	FT	30 weeks	12	---	1	---	6	---
Portuguese 120	RSU	FT	13 weeks	12	---	1	---	6	---

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Course	Type	FT/PT	Length	Beginning Dates						
				Jul(71)	Sep	Nov	Jan(72)	Feb	Mar	May
Romanian 100	RSU	FT	35 weeks	12	---	1	---		6	---
Romanian 110	RSU	PT	550 hours	12	---	---	3		---	---
Romanian 510	R	PT	550 hours	12	---	---	3		---	---
Russian 100	RSU	FT	52 weeks	12	---	1	---		6	---
Russian 110	RSU	PT	700 hours	12	---	1	---		6	---
Russian 510	R	PT	650 hours	S c h e d u l e d		o n	D e m a n d			
Russian 610/615	RSU	PT	36 wks-BAHLT	---	13	---	---		---	---
Russian 751	S	PT	Open	S c h e d u l e d		o n	D e m a n d			
Russian 752	RT	PT	24 hours	---	7	---	---	7	---	8
Russian 753	R	PT	200 hours	---	7	---	---	7	---	---
Russian 754	R	PT	200 hours	---	7	---	---	7	---	---
Russian 755	R	PT	100 hours	---	7	---	---	7	---	---
Russian 756	R	PT	60 hours	---	7	---	---	7	---	---

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Beginning Dates

Course	Type	FT/PT	Length	Jul(71)	Sep	Nov	Jan(72)	Mar	May
Serbo-Croatian 100	RSU	FT	28 weeks	12	---	1	---	6	---
Serbo-Croatian 110	RSU	PT	700 hours	12	---	1	---	6	---
Spanish 100	RSU	FT	28 weeks	12	13	1	3	6	1
Spanish 120	RSU	FT	13 weeks	12	13	1	3	6	1
Spanish 110	RSU	PT	400 hours	12	13	1	3	6	1
Spanish 510	R	PT	400 hours	12	---	---	3	---	---
Spanish 610/615	RSU	PT	36 wks-BAHLT	---	13	---	---	6	---
Swedish 100	RSU	FT	28 weeks	12	---	1	---	6	---
Swedish 110	RSU	PT	400 hours	12	13	1	3	6	1
Swedish 510	R	PT	400 hours	12	---	1	---	6	---
Thai 100	RSU	FT	32 weeks	12	---	1	---	6	---
Thai 500	RT	FT	36 weeks	S c h e d u l e d   o n   D e m a n d					

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Course	Type	FT/PT	Length	Beginning Dates					
				Jul(71)	Sep	Nov	Jan(72)	Mar	May
Thai 710	R	PT	30 hours	S c h e d u l e d		o n	D e m a n d		
Turkish 100	RSU	FT	40 weeks	---	13	---	---	6	---
Vietnamese 100	RSU	FT	44 weeks	12	---	1	---	6	---
Vietnamese 120	RSU	FT	6 weeks	S c h e d u l e d		o n	D e m a n d		
Vietnamese 500	R	FT	28 weeks	S c h e d u l e d		o n	D e m a n d		
Vietnamese 510	R	PT	350 hours	S c h e d u l e d		o n	D e m a n d		

RSU - Reading, Speaking and Understanding  
R - Reading Only  
RT - Reading/Translation  
FT - Full-time  
PT - Part-time

For course descriptions see Pages 19 - 35 in 1970 OTR Catalog.

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<u>COMPUTER SCIENCE</u>	<u>1971</u> July - Dec	<u>Notes</u>
ADP Orientation I - full time	17 - 19 Aug 12 - 15 Oct 14 - 17 Dec	
ADP Orientation II - full time	29 Nov - 2 Dec	
Basic ADEPT - full time	23 Aug - 3 Dec	
File Design Tutorial - part time (M-W-F) mornings	19, 21, 23 July	
FORTTRAN IV - full time	18 - 29 Oct	
Interactive Services - part time (M-W-F) mornings	20, 22, 24 Sept	
Modular Programming Techniques Tutorial - part time (M-W-F) mornings	8, 10, 12 Nov	
OS/360 Data Management Tutorial part time (M-W-F) mornings	26, 28, 30 July	
OS/360 Linkage Editor Tutorial part time (M-W-F) mornings	9, 11, 13 Aug	
OS/360 Utilities Tutorial part time (M-W-F) mornings	12, 14, 16 July	



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	<u>1971</u>	<u>Notes</u>
	July - Dec	
Operating System/360 - part time	6 - 17 Dec	
PL/1 - full time	2 - 13 Aug	
PL/1 Macro Writing - part time	15 - 19 Nov	

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